



## **FY2016 Spay and Neuter Programs Solicitation for Proposals Program Application – Instructions**

### **SPAY AND NEUTER SERVICES AND PUBLIC EDUCATION PROGRAMS**

The City of Norfolk is pleased to announce the availability of funds for Spay and Neuter Services and Public Education Programs. The FY 2016 Approved Budget includes \$25,000 for grants to eligible 501 (c) (3) not-for-profit service organization(s) for spay and neuter services and public education programs.

Funds will be awarded to eligible animal organization(s) to provide low-cost spay/neuter assistance services to income-eligible Norfolk residents and education and outreach programs.

#### **Background and Program Description**

Spaying and neutering companion animals helps address pet overpopulation. This program is designed to support eligible organizations in providing sterilization services for up to two (2) animals per income eligible households in Norfolk. Awardee(s) will be responsible for verifying residency and income eligibility of those requesting spay and neutering services.

The priorities for the program and funding are as follows:

1. Targets low-income communities and populations and details how the applicant will meet that targeted community.
2. Provides public education and outreach components to low income communities.

#### **Appropriation and Availability of Funds**

There is \$25,000 available in the FY 2016 Approved Budget general fund for distribution to designated 501 (c) (3) not-for-profit organizations. All contracts awarded will be for a 12 month period upon distribution of the award.

The City of Norfolk reserves the right to modify the contract period and/or the award amount of any contract based on reasons that include but are not limited to: funding cycles, demonstrated project need or exigent circumstances.

#### **Eligible organizations**

Any not-for-profit organization that is recognized as a 501 (c) (3) organization by the Internal Revenue Service (IRS) and received tax exemption status is eligible to apply for these funds.

Preferences will be given to businesses that:

- Provide mobile services to reach the intended community.
- Provide rabies vaccines to enable spay/neuter services.
- Are located in the City of Norfolk.

### **Application Due Date**

**Applications must be received by 5:00 p.m. on October 2, 2015.**

- Grant applications are to be mailed or hand delivered to the City Manager's Office at 810 Union Street, Norfolk, VA 23510, Attention: Susan Perry.
- Electronic and faxed submissions will **not** be accepted. Late applications will **not** be accepted.
- Proposals will be reviewed, evaluated, and awarded by October 30.

### **Program Goals and Objectives**

The City of Norfolk seeks to provide funds to eligible animal organizations that provide low-cost spay and neuter services to low-income residents of Norfolk.

**A.** Funds will support the following programs or activities:

1. Spay and neuter sterilization for dogs and cats of families who reside in Norfolk
2. Rabies vaccines to enable spay/neuter services
3. Marketing and public education about the need for spay/neuter services to the Norfolk community

**B.** Eligibility for Spay/Neuter Services

Residents eligible for these services must be a Norfolk resident and provide proof of enrollment in a Commonwealth of Virginia public assistance program or meet the income limits set forth below. Proof of income eligibility include:

1. EBT or monthly benefit card for Food Stamps, TANF or SSI
2. Annual letter indicating eligibility for above benefits
3. Medicaid health benefit card
4. Most recent federal or state income tax return

Income Limits (gross annual income as indicated on most recent federal/state tax return)

	Persons in Family							
Income Limits (50%)	1	2	3	4	5	6	7	8
	\$24,750	\$28,250	\$31,800	\$35,300	\$38,150	\$49,950	\$43,800	\$46,600

Additional services that are not required but preferred are the:

1. Access to a mobile unit to provide services directly in the target communities and neighborhoods. This will enable the residents to more readily access the spay/neuter services.
2. Provide rabies vaccines to enable providing spay/neuter services to the animals.

**Ineligible Services and Program Restrictions**

Funds may **NOT** be used to or for the following:

- Feral cat populations are **INELIGIBLE animals** for these grant funds and services
- Administrative or indirect costs
- To fund past operating deficits
- Purchases or activities that occur prior to grant decisions and contract period dates
- Retirement of debt/loans
- Loans
- Litigation
- Projects promoting religion
- Legislative lobbying or support of political candidates
- Events, annual campaigns, membership drives, or testimonial dinners
- Public Schools

**Reporting Requirements**

Funded organizations are required to submit monthly and end of the year reports regarding outcomes of the program. Reports will include information regarding how the project met the purpose of the fund and will include but not limited to:

1. Number of eligible residents applied for services by neighborhood or service location;
2. Number sterilization services by animal and sex;
3. Number of any residents denied services;
4. Report by geographic region/neighborhood; and
5. Document the organization's community outreach efforts including description of activities.

### **Audit**

The Grantee agrees that an annual audit of all funds received, held, administered or expended by Grantee shall be made by a certified public accountant, at the expense of Grantee.

Grantee agrees that the form and content of the audit shall be consistent with City policy as directed by the City's Director of Finance.

Copies of that audit shall be supplied to the Office of Budget and Strategic Planning upon receipt.

### **Timeline for the Solicitation**

**Issuance of the RFP: September 4, 2015**

**Application Deadline: October 2, 2015**

**Award Announcements: October 30, 2015**

**Questions regarding this application should be addressed to:**

Susan Perry, Programs Manager

Executive Department

City of Norfolk

757-664-4761 or [susan.perry@norfolk.gov](mailto:susan.perry@norfolk.gov)

### **Awards Decisions and Notification**

City staff will review the applications and forward funding recommendations to the City Manager of the City of Norfolk. The City Manager will review the staff evaluations and make the final decision regarding the individual award amounts based upon factors which may include the neighborhoods to be addressed, the appropriateness of the applicant's proposed strategy as well as budgetary considerations and the overall cost effectiveness of the proposed program.

All applicants will receive a notice on the outcome of the solicitation for their application.

## APPLICATION - PROCESS AND SUBMISSION REQUIREMENTS

The Grant Application and Instructions are available on-line at <http://www.norfolk.gov/>

### **Grant Application Requirements**

- ☐ Director of agency applying must sign the application.
- ☐ DUE DATE IS October 2, 2015. All late applications will be denied.
- ☐ All questions and sections must be completed or the application will be denied.
- ☐ The use of in-kind resources or match funds must identify the monetary value, i.e. public service announcements, billboard ads, agency time, etc. MATCHING OR IN-KIND FUNDS ARE NOT REQUIRED TO BE AWARDED FUNDS.
- ☐ An attachment with the following business organization and credentials:
  1. Documentation of the applicant's 501 (c) (3) status
  2. Audited annual corporate financial statement for the three most recent fiscal years or other financial reference which demonstrates the organization's financial capacity.
- ☐ All questions on the application should be answered thoroughly. Please attach continued answers to the application if additional space is needed. Applications and attachments should be limited to 5 pages (not including IRS designation or financial statements, resumes and operating budget).



Agency Overview
Organization Mission and Description:
History of the Organization's Spay and Neuter Program currently in place. Include the following:
<ul style="list-style-type: none"><li>• Number of animals completed by your organization during a clinic day or other appropriate measure for your organization</li><li>• Three year average for (1) number performed and (2) number completed in Norfolk</li></ul>
Average cost per animal for spay/ neuter surgeries. Indicate if cost includes vaccines or other services.

### Project/Program Information

**Program Description:**

- Describe the specific program to be funded.
- How the funding will assist you in addressing pet overpopulation through this program
- Identify who will oversee the work and all staff who will assist
- List the veterinarians who will work on the project include titles, responsibilities and experience. Attach a resume for each individual and any subcontractors.
- Provide a timeline with tasks and dates of completion

**Target Area:** Identify the neighborhoods/communities to be targeted and provide a justification for these targets

**Outreach Plan:** Describe the efforts that will be used to engage the low income target communities to access the services and educate the residents on responsible pet ownership. Specifically identify the education efforts to be used to justify the need for spay/neuter; and communication methods to be used with individuals/families expressing an interest.

**Mobile Services:** Describe your ability to provide mobile services and how you will serve the target communities with a mobile unit (i.e. calendar of services dates and times and places). If not providing mobile services how will residents access your services?



<b>Projects Cost Effectiveness:</b> Provide an estimate of the number of spay/neuter surgeries to be performed for requested program and the average cost per spay and neuter. Document budget and justification below.

Budget & Financial Information			
<b>Project Budget:</b> Provide an overall budget that supports the plan presented. The detailed budget lines are to be directly relevant to the identified strategy and must be sufficiently justified, reasonable and cost effective. In eligible costs are listed in the program description on page 3.			
Requested Line Item Description	Requested Funds	Any Match Funds	Total Program Cost
Personal Services (salaries)			
Fringe Benefits			
Non personal Services (medications, shots, education/marketing, etc.)			
Total			

<b>Budget Narrative:</b> Describe all budget line items listed in the project budget associated with the proposal. Written justification and relevance for all funds requested must be articulated below for each line item above.

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<b>Business Organization and Credentials - please attach the following:</b>
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| <ol style="list-style-type: none"><li>1. Copies of an audited annual corporate financial statement for the last two completed fiscal years or other financial reference which demonstrates the organization's financial capacity.</li><li>2. Documentation of the applicant's 501 (c) (3) status</li></ol> |
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**Director of applying organization must sign the application.**  
**DUE DATE IS OCTOBER 2, 2015**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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